

Immunization

Department of Health and Social Services – Program 27

I. PROGRAM OBJECTIVES

The objective of this program is to prevent the incidence of childhood disease through the vaccination of children for vaccine preventable diseases.

II. PROGRAM PROCEDURES

The Division of Public Health administers grants to qualified agencies to assure that children in the target area are vaccinated. The grantee must have a history of providing health care services to the general public. They are required to specify goals, objectives, activities, timelines, an itemized budget and an evaluation mechanism to measure their success in reaching children needing to be vaccinated against childhood diseases.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. TYPES OF SERVICES ALLOWED AND UNALLOWED

Compliance Requirement

Grant funds are to be utilized for specified activities to assure that vaccines are made readily available to children to help control communicable disease. The grantee is to provide outreach, follow-up and immunization clinics that are conveniently available to parents, such as on Saturdays.

Suggested Audit Procedures

- Review:
 1. Contract or final Notification of Grant Award (NGA) including all conditions;
 2. Grant/contract revisions and related transmittal letters;
 3. Licenses, certifications approvals, status of private nonprofit corporation if applicable;
 4. Budget documents including final revised budget and budget narrative;
- Test financial and related records to determine that funds expended were for purposes specified in the grant/contract; and
- Determine whether expenditures are within the budget limits specified in the grant.

B. ELIGIBILITY

Compliance Requirement

The agency must be a nonprofit subdivision meeting the requirement of 7 AAC 78.030.

Suggested Audit Procedure

- Review articles of incorporation or other appropriate documentation, licenses, certifications, and approvals to determine status of agency.

C. MATCHING, LEVEL OF EFFORT, AND/OR EARMARKING REQUIREMENTS

There are no matching or level of effort requirements.

D. REPORTING REQUIREMENTS

Compliance Requirement

The agency must submit quarterly activity and expenditure reports no later than fifteen days after the close of each quarter.

Suggested Audit Procedures

- Confirm if such reports are being filed timely;
- That reported revenues and expenditures agree with the agency's general ledger; and
- That expenditures are within the budget limits or contract provisions.

Compliance Requirement

Agency audited financial statements must present a statement of revenue and expenditures for each state grant/contract. Such statements must show, for each state fiscal year grant, the final approved budget by line item category, actual revenues and expenditures and variance between budgeted and actual revenues and expenditures. Disallowed or questioned costs must be clearly disclosed.

Suggested Audit Procedure

- Review audited financial statements to ensure proper presentation.

Compliance Requirement

The agency must clearly show on their audited financial statement any outstanding liability to the state as payable to the state. This includes unspent grant funds or disallowed costs.

Suggested Audit Procedure

- Determine whether or not the agency has any outstanding liability to the state; and
- Review audited financial statements to ensure proper presentation.

E. SPECIAL TESTS AND PROVISIONS

Compliance Requirement

The agency must act upon any recommendations made by program site review.

Suggested Audit Procedures

- Obtain copy of program site review; and
- Determine if recommendations in the site review are being implemented.

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